

**TOWN OF VIENNA, VIRGINIA  
JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE WORKER III  
GENERAL MAINTENANCE DIVISION  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of journey-level and some lead maintenance duties as required in General Maintenance Division. Work involves performing a variety of masonry and concrete maintenance, repair, finishing, excavating, and ground work; performing lead work over seasonal maintenance workers on job sites in the maintenance and repair of retainer walls, piers, bridge abatements, culverts, crosswalks with handicap ramps; replaces trim boards on Town buildings; restoring park benches; building wall partitions; performing flagging in work areas for workers and drivers; operating drills, table saws, router, mitre saw, hammer, drills, and skil saws; operating and driving dump trucks, bucket trucks, etc.; preparing and painting walls, fence railings, etc.; loading and unloading trucks; driving leaf truck; and hauling leaf mulch for deliveries. Reports to the General Maintenance Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***Maintenance Workers III's perform a variety of journey-level and some lead maintenance duties according to assigned work and/or supervisor. Duties may include the following:***

Guides and assists other maintenance workers; works outdoors in all weather conditions; recognizes safety hazards.

Complies with policies; makes decisions regarding the proper functioning of equipment and job site set up.

Instructs, assists, and guides the work of seasonal workers in a variety of brick work repairs and maintenance.

Repairs and maintains all existing brick work; cleans all new brick work by water jet power washer and muriatic acid.

Performs a variety of concrete masonry work; forms, pours, and finishes concrete to repair curbs, sidewalks, driveway aprons, catch basin, handicap ramps, etc.; hauls away broken concrete.

Performs a variety of ground maintenance work including site clearing shrubbery work, snow removal, operating leaf machine, raking leaves, etc.

### **MAINTENANCE WORKER III**

Makes minor repairs to Town buildings by performing minor carpentry, electrical, and plumbing work.

Replaces trim work on Town Hall, Police Department, and bus shelters; install doors and frames in Town buildings; replaces broken glass in windows; hangs and paints drywall.

Builds rafters for replacing roofs on pump houses; sets rafters; applies plywood and shingles to roofs.

Repairs and/or replaces locks on doors in Town buildings.

Builds shelves at Police Department, Town Hall, and property yard.

Replaces floor and ceiling tile in buildings.

Patches holes in walls to prepare for painting.

Installs ballards.

Performs flagging duties for the safety of work crews and motorists.

Works on storm drains and catch basins.

Signs, installs, and makes street signs.

Receives and/or reviews various records and reports such as measurements, materials, quantities, work assignments, verbal orders, memorandums, sign request, etc.

Prepares and/or processes various records and report such as verbal orders, notes, receipts, task requirements, operations, pre-trip form, etc.

Refers to verbal orders, notes, receipts, tasks, Manual on Uniform Traffic Control Devices, Flagging Handbook, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as bobcat, front-end loader, brick saw, wheelbarrow, rotary hammer, motor mixer, tamper, power washer, dump truck, etc.

Uses a variety of tools such as concrete tools, masonry tools, carpentry tools, sign tools, table saw, mitre saw, router, circular saw, small hand tools, trowels, levels, jointers, chisels, etc.; and a variety of supplies such as masonry mortar, redi-mix concrete, sand, cement, brick, lumber, plywood, plexiglass, drywall, etc.

Interacts and communicates with various groups and individuals such as the General Maintenance Supervisor, supervisors, management, co-workers, Police Department, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Builds Town floats for Halloween parade.

### **MAINTENANCE WORKER III**

Works on leaf truck; hauls leaf mulch.

Delivers barricades for special events.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with two to three years of equipment operation experience; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a valid State Commercial Driver's License with related endorsements.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including backhoes, ditching machines, boring machines, hydro-hammers, air compressors, shovels, rakes, hand tools, etc. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of informational documents. Requires the ability to prepare time cards and job descriptions, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

**Intelligence:** Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Mechanics.

**Numerical Aptitude:** Requires the ability to add and subtract totals and to multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

### **MAINTENANCE WORKER III**

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automobiles, trucks and other equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the General Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Maintenance Worker III. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has working knowledge of the activities and methods practiced within the General Maintenance Division of the Public Works Department. Has knowledge of and exercises the safe operational procedures for utilizing tools and equipment in the performance of daily activities. Is able to perform routine servicing of equipment and machinery. Is able to perform heavy manual labor. Has knowledge of the operation of all equipment and machinery used in the performance of specific duties. Is able to properly and safely operate and maintain equipment, machinery, and tools used in building, maintaining, installing, and repairing roads. Is able to keep accurate records of daily activities. Is able to understand and follow both oral and written instructions and complete work in a timely manner as prescribed. Is able to communicate effectively with supervisors, co-workers, members of the public, and various other groups involved in the operations of the department. Is able to use judgment in carrying out duties and responsibilities. Has knowledge of how to complete mathematical calculations. Has knowledge of the technical language and terminology used within the department. Is able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and customers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

### MAINTENANCE WORKER III

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within Town.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.